

# Wireless Telecommunications Facility (WTF) Review Checklist

[based on §14-16-3-17 ROA 1994, most recent revision effective December 22, 2014]

## ROUTING & TIMEFRAMES:

The “Blue Sheet” (the “One Stop Comment Form for Wireless Telecommunication Facility (WTF) Applications”) must indicate that the application has been routed to the City Engineer for technical comments. ***Do not hold the application at the Counter!***

Are there any comments from the City Engineer (or other Staff) that the applicant needs to address? What are they? \_\_\_\_\_

If any comment is adverse and/or if “Disapproved” is listed, then additional communication with the City Engineer is needed and the item must be listed in Deficiency Memo #1 (and subsequently as necessary).

*Note: Pursuant to Federal law: the municipality has 30 days, from the date of application submission, to issue the first deficiency memo. Be sure to follow up!*

## PRELIMINARY INFORMATION:

1. Project Number: \_\_\_\_\_ Case (AA) Number: \_\_\_\_\_

2. Project Name: \_\_\_\_\_

3. Project Address: \_\_\_\_\_

Is this address located in the City? \_\_\_\_\_

4. What does the proposed project consist of? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Is a letter of authorization from the property owner provided? \_\_\_\_\_ *If not, one is required!*

## OVERVIEW:

1. What is the subject site’s zoning?  
\_\_\_\_\_

2. What is the applicable Zone Atlas page? \_\_\_\_\_

3. List any applicable area and/or sector plans:  
\_\_\_\_\_  
\_\_\_\_\_

4. Is the proposed WTF designed to conceal the antennas? \_\_\_\_\_  
If yes, what kind of design is the proposed WTF? \_\_\_\_\_  
\_\_\_\_\_

5. Is the proposed WTF a collocation? \_\_\_\_\_  
Is the collocation on a public utility pole? \_\_\_\_\_ On another type of existing structure? \_\_\_\_\_  
Or on an existing, non-concealed array or lattice tower? \_\_\_\_\_

⇒ If the proposed WTF is a non-concealed collocation or a minor tenant improvement (ex. a generator addition), then *Zoning Staff at the Front Counter review the request.*

⇒ Please refer to the regulations regarding substantial change/upgrade [see 14-16-3-17(D)(3)] and item 6, below. *If a proposed WTF would not result in a substantial change, then Zoning Staff at the Front Counter review the request.*

6. Would the proposed collocation result in an upgrade and/or a substantial change? \_\_\_\_\_  
If yes, what type of substantial change or combination of substantial changes?

\_\_\_\_\_ For WT towers not in the public ROW, height increases of more than 10% **OR** by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet, whichever is greater.

For WTFs in the public ROW or public utility structures, height increases of the structure by more than 10% or ten feet, whichever is greater; **OR**

\_\_\_\_\_ For WT towers not in the public ROW, adds an appurtenance to the body of the tower that would protrude more than 20 feet from the tower's edge, **OR** more than the width of the tower structure at the level of the appurtenance, whichever is greater.

For WTFs in the public ROW or public utility structures, adds an appurtenance to the body of the structure that would protrude from the structure's edge more than six feet.

\_\_\_\_\_ For WTFs not in the public ROW, increases the number of equipment cabinets beyond a maximum of 4, **OR**

For WTFs in the public ROW, involves installation of ground cabinets more than 10% larger in height or overall volume than any other ground cabinets associated with the structure; **OR**

\_\_\_\_\_ It entails excavation or deployment beyond the current site; **OR**

\_\_\_\_\_ It would defeat the concealment requirements of subsection 14-16-3-17; **OR**

\_\_\_\_\_ It does not comply with the conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment.

7. How tall is the proposed WTF at its top? \_\_\_\_\_

*Note: Top includes the highest point of any design element (ex. tree top, etc.)*

Is the proposed height allowed by the subject site's zoning? \_\_\_\_\_

At what height (centerline) are the antennas proposed to be mounted? \_\_\_\_\_

At what height (bottom) are the antennas proposed to be mounted? \_\_\_\_\_

8. Which definition(s) in §14-16-1-5 apply to the proposed WTF? (more than one may apply).

\_\_\_\_\_ Free-Standing WTF      \_\_\_\_\_ Architecturally Integrated WTF

\_\_\_\_\_ Roof-Mounted WTF      \_\_\_\_\_ Face-Mounted WTF

\_\_\_\_\_ Public Utility Collocation      \_\_\_\_\_ Other Collocation

9. Is a new structure proposed on the ground of the subject site? Describe.

\_\_\_\_\_

Is there an existing site development plan that would be modified as a result of the proposed WTF and/or associated equipment? \_\_\_\_\_

\_\_\_\_\_ If yes, the applicant must provide a copy (not 8.5 x 11) of the applicable site development plan.

\_\_\_\_\_ Have you checked AGIS case tracking and case history to be sure?

What project numbers apply, if any? \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_ If the site development plan was heard at the EPC, a copy of the Official Notice of Decision is needed for the file. Was it provided?

\_\_\_\_\_ Does the Official Notice of Decision limit or restrict WTFs? If so, how?

*Note: Look in the Notice of Decision, on the site development plan for any notes, and in the zoning descriptor itself.*

\_\_\_\_\_

**BASIC REQUIREMENTS:**

***(B) General Provisions, (1) Setbacks and Separation:***

1. A free-standing WTF (includes the wall, see definition in §14-16-1-5) shall be set back a minimum of 100 feet from the property line of a residential zone.

Is there a residential zone nearby? If so, what is it? \_\_\_\_\_

Does the proposed WTF comply? \_\_\_\_\_ Setback distance: \_\_\_\_\_

Note: New free-standing WTFs in public utility substations shall be exempt from the setback requirement if the WTF tower is no taller than the existing utility structure within 20 feet of said substation.

A free-standing WTF shall be set back a minimum of 50 feet from the right-of-way.

Does the proposed WTF comply? \_\_\_\_\_ Setback distance: \_\_\_\_\_

2. Horizontal Separation Distance [formerly (A)(17)]:

Are there any free-standing WTFs nearby? How many? \_\_\_\_\_  
(check on AGIS, using the Zoning & Planning information)

How far away is the nearest free-standing WTF? \_\_\_\_\_

Is the proposed WTF at least 1,000 feet from any existing, free-standing WTF? \_\_\_\_\_

Note: Free-standing WTFs shall be separated by at least 1,000 ft., as measured from the edge of the required landscape buffer (or the enclosure wall/fence if no landscaping buffer) of each free-standing WTF.

3. What are the setback requirements of the zone where the WTF is proposed?

Zone: \_\_\_\_\_

Required Setbacks- front, side and rear: \_\_\_\_\_

Proposed Setbacks- front, side and rear: \_\_\_\_\_

Does the proposed WTF comply and why or why not? \_\_\_\_\_

\_\_\_\_\_

4. Does the proposed WTF site plan have the required notes regarding the following? The best place for these notes is the first page of the submittal.

Lighting & Signage: \_\_\_\_\_ Interference: \_\_\_\_\_

Health Issues: \_\_\_\_\_ Abandonment: \_\_\_\_\_

Are the notes worded accurately as they read in the regulations? \_\_\_\_\_

If not, what needs to be revised? \_\_\_\_\_

5. Would the proposed WTF be located near a View Corridor designated in §14-16-3-17(B)(6), formerly (A)(9)? \_\_\_\_\_

If so, which one? \_\_\_\_\_

How far would the proposed WTF be from the View Corridor ROW? \_\_\_\_\_

Note: Only architecturally integrated WTFs, or WTFs with antennas located on existing vertical structures, are allowed within 1/8 mile (660 feet) of a designated View Corridor.

6. Would the proposed WTF be located near the outer edge of the right-of-way of any flood control arroyo designated by the City or AMAFCA **and** identified as part of an existing or future trail system in the Trails and Bikeways Facility Plan? (B)(6) \_\_\_\_\_

How far would the proposed WTF be from the arroyo ROW? \_\_\_\_\_

*Note: Only collocations, public utility collocations, and architecturally integrated WTFs, or WTFs with antennas located on existing vertical structures, are allowed within 1/8 mile (660 feet) of the right-of-way of the abovementioned flood control arroyo and trail system.*

7. Would the proposed WTF be located near any City-owned Major Public Open Space and/or the Petroglyph National Monument? (B)(7) \_\_\_\_\_

If so, which one? \_\_\_\_\_

How far would the proposed WTF be from the property line of either? \_\_\_\_\_

*Note: Only collocations, public utility collocations, and architecturally integrated WTFs, or WTFs with antennas located on existing vertical structures, are allowed within 1/4 mile (1,320 feet) from the property line of any City-owned Major Public Open Space and the Petroglyph National Monument.*

8. Would the proposed WTF be located in a Historic Overlay Zone or on the site of a registered historic property? (B)(8) \_\_\_\_\_

If so, which one? \_\_\_\_\_

Would the proposed WTF be located on a site zoned H-1? \_\_\_\_\_ If so, it is prohibited!

*Note: Only a concealed WTF that is architecturally integrated is allowed within any designated Historic Overlay Zone. Check with Historic Preservation Staff if you're not sure if a site is in a Historic Overlay Zone or not.*

9. Is the proposed WTF a Collocation or a Public Utility Collocation? \_\_\_\_\_

*Note: Though collocations are not subject to the concealment requirements in subsection E, they shall be done in the least visibly intrusive manner, to blend with the structure and its surroundings.*

If the existing WTF is concealed, would the proposed collocation maintain the concealed nature of the existing WTF [§14-16-3-17(C)(1)]? Why or why not? \_\_\_\_\_

10. New free-standing WTFs shall not be permitted unless the applicant can effectively demonstrate that no existing tower, structure, or public utility structure can be used in lieu of new construction [§14-16-3-17(C)(2), formerly (A)(6)].

Has the applicant provided a statement that addresses subsection (C)(2), items a through d? \_\_\_\_\_

Are the items adequately addressed or is more information and/or elaboration needed? If so, what?

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APPLICATION REQUIREMENTS [§14-16-3-17(D)]:

***Applications for Free-Standing WTFs and Architecturally Integrated WTFs (D)(1):***

In addition to any other required information:

1a. A map of all existing WTFs, operated by any carrier, within a ½ mile (2,640 feet) of the subject site is required. Is this provided? \_\_\_\_\_

Have you verified this information using AGIS? \_\_\_\_\_

Should any WTFs be included but were not? If so, which ones? \_\_\_\_\_

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1b. Has the applicant included: a zone map from the City's Zone Atlas, showing zoning designations and land uses specific to the application area? \_\_\_\_\_

1c. Has the applicant provided evidence that demonstrates the absence of collocation possibilities as prescribed by subsection (C)(2), above? \_\_\_\_\_

1d. Has the applicant provided a set of site development plans (3 copies, on 11 x 17 paper)?  
\_\_\_\_\_

*Note: The site development plans are required to include the following information. Note "yes" if included and "no" if not.*

\_\_\_\_\_ Is each sheet (except the title page and photo page, if any) correctly scaled?

Scale needs to be corrected on Sheets: \_\_\_\_\_

Are elevation drawings of all sides of the proposed WTF included? \_\_\_\_\_

*Note: Electrical sheets are not needed for this review. Remove them but save one copy for the file and label them.*

Is the location and type of the proposed WTF identified? \_\_\_\_\_

Is the color and height of the proposed WTF identified? \_\_\_\_\_

Are on-site land uses and zoning identified separately and correctly? \_\_\_\_\_

Are adjacent land uses and zoning identified separately and correctly? \_\_\_\_\_

Are all of the following items identified? adjacent roadways \_\_\_\_\_, proposed means of access \_\_\_\_\_, setbacks from property lines \_\_\_\_\_.

If deemed necessary by the Planning Department, are the topography \_\_\_\_\_ and parking \_\_\_\_\_ included?

Is any other information, site plan or otherwise, needed to assess compliance with this section? If so, what? \_\_\_\_\_

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2. Has the applicant included a notarized statement (one for each-total of 2) describing and addressing the following as required? \_\_\_\_\_

\_\_\_\_\_The number and type(s) of antennas that the proposed WTF can accommodate [(D)(1)(d)(ii)], OR

\_\_\_\_\_A sufficient explanation of why the proposed WTF cannot be designed to accommodate other users (future collocations).

3. Has the applicant included an affidavit explaining what the engineering requirements are and the factual basis for them as required pursuant to Subsection (D)(1)(d)(iii)? Is the information sufficient? \_\_\_\_\_

4. Are the site plan sheets stamped by an engineer or an architect (must include a registration number!) as required pursuant to Subsection (D)(1)(d)(iv)? \_\_\_\_\_

5. Unless the applicant can demonstrate that the proposed WTF cannot be designed to accommodate future collocations (by other users), a statement of intent committing the WTF owner (and successors) to allow shared use of the WTF, if an additional user agrees in writing to meet reasonable terms and conditions of shared use, is required [(D)(1)(e)]. \_\_\_\_\_

6. Pursuant to Subsection (D)(1)(d)(i), the Planning Department may request any other information needed to evaluate this application. Do you need any of the following?

\_\_\_\_\_ Height analysis demonstrating the heights of structures within the immediate area (typically within 500' of the proposed facility)

\_\_\_\_\_ Photo Simulation that shows the before condition and the after condition.

\_\_\_\_\_ Any other information? \_\_\_\_\_

7. Notification (D)(1)(f):

\_\_\_\_\_ Has the applicant provided evidence (return receipt mail) that recognized neighborhood associations, as defined in the Neighborhood Recognition Ordinance and within ¼ mile (1,320 feet) of the subject site, have been notified in writing?

Do the receipts and names cross-check? Was anyone left out? \_\_\_\_\_  
*If so, the applicant must notify that party.*

\_\_\_\_\_ Has the applicant provided evidence (return receipt mail) that adjacent property owners that would be entitled to notice of a zone map amendment (i.e.-within 100 feet of the subject site) have been notified in writing?

Do the receipts and names cross-check? Was anyone left out? \_\_\_\_\_  
*If so, the applicant must notify that party.*

\_\_\_\_\_ A copy of what was sent to affected parties is required. Was this provided?

**Applications for Collocations, Public Utility Collocations, & Upgrades to Existing Facilities (D)(2):**

In addition to any other required information:

1. (D)(2)(a)(i). Has the applicant provided documentation to establish that they have permission from the structure owner AND the property owner? \_\_\_\_\_
2. (D)(2)(a)(ii). The Zone Atlas map(s) specific to the application. Provided? \_\_\_\_\_
3. (D)(2)(a)(iii). Has the applicant provided a set of site development plans (3 copies, on 11 x 17 paper)? \_\_\_\_\_

*Note: The site development plans are required to include the following information. Note "yes" if included and "no" if not.*

\_\_\_\_\_ Is each sheet (except the title page and photo page, if any) correctly scaled?

Scale needs to be corrected on Sheets: \_\_\_\_\_

Are elevation drawings of all sides of the proposed WTF, existing and proposed, included?

\_\_\_\_\_

*Note: Electrical sheets are not needed for this review. Remove them but save one copy for the file and label them.*

Is the location and type of the proposed WTF identified? \_\_\_\_\_

Is the height of the existing and proposed WTF identified? \_\_\_\_\_

Are all of the following items identified? adjacent roadways \_\_\_\_\_, proposed means of access \_\_\_\_\_, setbacks from property lines \_\_\_\_\_.

If deemed necessary by the Planning Department, are the following included and correct?

topography \_\_\_\_\_ parking \_\_\_\_\_ on-site land uses and zoning \_\_\_\_\_

Adjacent land uses and zoning \_\_\_\_\_

Is any other information, site plan or otherwise, needed to assess compliance with this section? If so, what? \_\_\_\_\_

\_\_\_\_\_

4. WTF mounted on a Public Utility Structure:

\_\_\_\_\_ Would the proposed WTF be mounted on a public utility structure owned by PNM or another party?

\_\_\_\_\_ Has the applicant included a stamped drawing from PNM to indicate PNM approval of this site? (PNM will issue a separate notice to proceed with construction later.)

*Note: This stamped drawing must be provided and must match the submitted, proposed site plan. It is the applicant's responsibility to provide the PNM stamped drawing to Staff.*

5. A signed statement from the public utility or owner of the tower certifying the dimensions of the tower as originally installed or permitted, including any modifications approved prior to February 22, 2012 (date of the Federal Spectrum Act- 6409(a) of the Middle Class Tax Relief and Job Creation Act), is required. Was this provided? \_\_\_\_\_
6. Has the applicant included an affidavit explaining what the engineering requirements are and the factual basis for them as required pursuant to Subsection (D)(2)(a)(v)? Is the information sufficient? \_\_\_\_\_
7. Would the application result in a substantial change to the existing WTF or public utility structure as described in (D)(3), page 2, item 6 of this checklist? \_\_\_\_\_  
 ⇒ If so, a waiver is required! Please see Subsection (G) for waiver procedures.

**Applications Involving Upgrade(s), Substantial Change(s):**

*Please refer to Page 2, Item 6 of this checklist regarding the criteria for substantial change.*

**(E) CONCEALMENT:**

All WTFs, excluding collocations, public utility collocations, and upgrades that do not result in a substantial change, shall use concealed technology. Is the proposed WTF concealed by design?

\_\_\_\_\_ Is it required to be? \_\_\_\_\_

**(F) LANDSCAPING AND SCREENING [was (A)(16)]:**

\_\_\_\_\_ Does the proposed WTF meet the definition of a free-standing WTF pursuant to the definition in §14-16-1-5?

\_\_\_\_\_ A free-standing WTF shall include landscaping. Is a landscaping plan included with the submittal? Is it sufficient? \_\_\_\_\_

\_\_\_\_\_ Does the landscaping plan include an irrigation system detail and watering schedule?  
*Note: watering by hand is unacceptable.*

\_\_\_\_\_ A free-standing WTF shall be surrounded by a solid fence or wall, at least 6 ft. high and not more than 9 ft. high, AND landscaping. Chain link with slats does not constitute a solid fence or wall.

Is a solid fence or wall proposed? How high is it? \_\_\_\_\_

Any other issues and/or comments? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Remember:**

⇒ This is an administrative approval. It **cannot** be conditioned!

⇒ Pursuant to Federal law: the municipality has **30 days**, from the date of application submittal, to issue the first deficiency memo. Be organized and be careful!

⇒ Staff has 60 days to act on a **complete** application. Until all required information is provided and deficiencies are corrected, the application is incomplete and cannot be acted upon [Ref: §14-16-3-17(I) and restated in a LUHO opinion, Summer 2008].

⇒ If the deficiencies are not corrected within 60 days of notice of the deficiencies, the application shall be deemed **withdrawn** and no further action will be taken on it. Work with the applicant regarding timeframes and keeping the application active. After this time elapses, and there is no evidence of movement on the application, notify the applicant and send the form letter for an auto-withdrawal. [Ref: §14-16-3-17(I)].